

## **FPMT International Office Environmental Plan**

May 2007

In recognition of our interdependent existence and with the wish to benefit sentient beings, FPMT International Office has adopted the following plan to help us become more environmentally sustainable.

### **The Building**

The exterior walls have been thickened for extra insulation

Some windows have been replaced with thermopane windows, and it is our aim to replace all windows in this way.

We aim to seal the skylights.

The roof is super-insulated.

The elevator is turned off unless needed.

The loos are pressurized in order to use as little water as possible while complying with commercial standards.

### **Energy Use**

We have energy audits to see how we can improve our energy consumption.

We aim to use electricity supplied by renewable resources.

Office thermostats are set to reasonable levels, and are set in a way that reduces heat and cooling when the building is not being used.

We regularly maintain appliances in order to keep them working at maximum efficiency.

### **Lighting**

98% of light fixtures use high-efficiency bulbs. We are aiming for 100%.

The restrooms use motion sensors that automatically shut off lights when they're not needed.

We will make it a habit to turn off the lights when leaving the building in the evening (with the exception of lights identified for security purposes), and will utilize natural light when we can.

### **Maximize Computer Efficiency**

We will make it a habit to turn off our computers when we leave for the day, with the exception of Monday (for back up purposes).

We will consider turning off other implements and power strips.

We aim to invest in energy-saving computers, monitors, and printers and make sure that old equipment is properly recycled.

It is our policy to recycle toner and ink cartridges.

### **Paper Use**

It is our policy to buy paper with a higher percentage of post-consumer recycled content, ideally chlorine-free.

Additionally we will make it a habit to print on both sides or use the back side of old documents for faxes, scrap paper, or drafts. We will avoid color printing and print in draft mode whenever feasible.

We will think before we print: could this be read or stored online instead? It is our policy to post employee manuals and similar materials online, rather than distribute print copies.

Mandala magazine chooses an environmentally-conscious printer. At present Mandala's budget precludes using recycled paper or paper with some recycled content.

The Education Dept prioritises printing education materials on paper with high recycled content.

It is our policy to use washable towels instead of disposable paper towels in the restrooms and kitchen.

### **Recycling**

We recycle everything possible.

We have clearly marked and accessible recycling bins and provide clear information about what can and cannot be recycled.

Where possible we aim to purchase office supplies and furniture made from recycled materials.

### **Kitchen**

It is our policy to use reusable dishes, silverware, and glasses.

We choose Fair Trade and organic coffee, tea and milks, and buy as much organic and local food as possible for parties and other events. We provide filtered drinking water to reduce bottled-water waste.

### **Healthy Office Environment**

Our policy is to use nontoxic cleaning products.

We aim to choose furniture, carpeting, and paint that are free of volatile organic compounds (VOCs) and won't off-gas toxic chemicals.

### **Travel**

Whenever possible it is our preference to use technological solutions that can reduce the amount of employee travel.

We prefer employees to travel to work by bike or transit. Bike racks are available outside the building. We encourage employees who drive to work to consider carbon offsetting their travel - [www.terrapass.com/](http://www.terrapass.com/)

And this site [www.wikihow.com/Buy-a-Carbon-Offset](http://www.wikihow.com/Buy-a-Carbon-Offset) explains carbon offset and offers other carbon offset sites besides Terrapass.